



# St Peter's Church of England Aided School

## Minutes Full Governing Body Meeting

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| Date:  | 7 July 2016 | Present:       | <i>Bindu Arjoon (BA) (Chair), Mark Barriball (MB), Keir Bovis (KB), Paul Cooke (PC), Fiona Dodd (FD), Caroline Harding (CDH), Karen Hayes (KPH), Kathryn Hough (KH), Clive Hughes (CH), Rachel Hutchinson (RJH), Nigel Mason, Trevor Mills (TVM)</i>  |
| Time:  | 5.30pm      | Apologies:     | <i>James de Bass (work commitments)</i>   |
| Venue: | X65         | In Attendance: | <i>Phil Randall (PJR) – Deputy Headteacher<br/>Martin Burt (MPB) – Assistant Deputy Headteacher<br/>Nicky Ferguson (NLF) – Assistant Headteacher<br/>Ray Hennessy (RGH) – Assistant Headteacher<br/>Karen Leach and Rachel Oliver - Observing<br/>Suzanne Power (SP) – Clerk to Governors</i> |

| Agenda Item | Discussion   | Action by |
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| 1.          | <p><b>Welcome</b></p> <p>BA welcomed Fiona Dodd as new Parent Governor and also welcomed Karen Leach and Rachel Oliver to observe the meeting as prospective Foundation Governors.</p>   |           |
| 2.          | <p><b>Prayer</b></p>   |           |
| 3.          | <p><b>Present, Absent and Absent without Apologies</b></p> <p>Apologies received and sanctioned from James de Bass.</p> <p>Governors were reminded to declare any interest where personal interests may conflict with those of the Governing Body.</p>   |           |
| 4.          | <p><b>Minutes of meeting dated 27 April 2016 and matters arising</b></p> <p>Minutes of the meeting dated 27 April 2016 were signed as a true record.</p> <p>Matters Arising:</p> <p>Item 4 – Safeguarding training has taken place across PFI schools in Exeter for Sodexo employees. Action points from training now in place for September. Level 2 Safeguarding Training to take place in school on Friday 2 September with training on CPOMS to be included. Training timetable to be forwarded by PJR and all Governors encouraged to attend.</p> <p>Minutes of the Part 2 meeting dated 27 April were signed as a true record.</p> | PJR       |

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| <p>5.</p> | <p><b>Chair of Governors Update</b></p> <p>Karen Leach and Rachel Oliver left the meeting.</p> <p>BA proposed Karen Leach and Rachel Oliver as new Foundation Governors and Governors agreed unanimously to their appointments, subject to Diocesan/Trust approval and DBS clearance.</p> <p>Karen Leach and Rachel Oliver rejoined the meeting and will be formally appointed ahead of the next FGB meeting subject to above.</p> <p>BA formally thanked Peter Strawbridge, in his absence, for his work as a Governor following his resignation and move to Dorset.</p> <p>BA expressed thanks to RJH for the work she has undertaken during time as Headteacher and for the impact she has made at St Peter's.</p> <p>BA thanked RGH for his contribution to the school during his secondment, particularly in embedding safeguarding practices.</p> <p>BA updated Governors on the HT recruitment timeline with note that the interview dates will be 21 and 22 November. Governors were asked to make themselves available during the afternoon of 22 November for the ratification of appointment meeting.</p> <p>BA updated Governors on the key priorities from the Governors Away Day. Key priorities for the newly formed Academy Working Group will be to keep focussed on maintaining Christian Ethos and forming partnerships only where there is a clear benefit for the school community of today and in the future. PJR will be liaising with John Searson (Diocese) to look at possible partnerships. BA will continue to update governors and is mindful of the need to communicate with staff when any plans start to take shape. CH would like governors and SLT to consider how process can be supported taking into account current capacity of SLT but needing local knowledge to formulate plans.</p> | <p>SP to action</p> |
| <p>6.</p> | <p><b>School Performance</b></p> <p>NLF presented data in summary format. NLF will meet with JDB and new data manager to agree a revised format.</p> <p><b>FD questioned what the targets are.</b> NLF confirmed that target is 4 levels of progress. Data represents projections.</p> <p><b>PC questioned where areas of concern are for SLT.</b> PP and prior high attainers continue to be area for close monitoring, particularly Year 9 PP and also girl/boy attainment gap. Subject areas requiring close monitoring are MFL and RE. Year 10 MFL has shown improvement. Photography has also been identified from data but there are few high prior attainers in this group.</p> <p><b>PC questioned why data is showing a downward trend in Year 8.</b> NLF reported that milestones have changed and the dip co-incides with milestones going up.</p> <p><b>PC questioned why MFL data was so high last year.</b> NLF reported that MFL had been running a trial last year and has reverted back to expectations.</p> <p><b>PC questioned why Year 10 is showing a downward trend.</b> NLF reported that this is due to new Progress 8 Measure. There is currently no control over scoring until national results are published. All schools are experiencing similar issues with Progress 8.</p> <p>RJH requested that spreadsheet of data for all SWITSA schools be circulated to governors, which should give some reassurance on where St Peter's currently sits in relation to other schools.</p> <p><b>CH questioned whether there is an individual member of staff with overall responsibility for PP.</b> RJH responded that PP is the responsibility of all Middle Leaders and data and reporting on all PP students is fed into every meeting.</p>  | <p>MJB</p>          |

BA requested that FGB has a presentation on initiatives that are being developed in relation to PP students. Staff member with TLR to be invited to present at next meeting. Governors would also like Summer 2 and GCSE results data presented at the next meeting.

PJR to invite staff

7. **Headteacher Report**

RJH reported that the school will be full in September in every year group. It is important that this remains the case so that the school is not vulnerable to receiving Managed Moves. PJR to explore greater use of student and parent surveys to link into ensuring students remain at St Peter's.

RJH reported that all NQTs have passed their NQT year. There have been a number of highly skilled new appointments for September and St Peter's has not struggled to recruit.

RJH reported that the appraisal process has gone well and staff have welcomed a mid-term review. Processes to develop and grow professionally are being embedded.

PC questioned the high level of safeguarding and bullying incidents particularly over the summer term. RGH reported that staff are far more aware of issues and there is now a broader definition of incidents. RJH added that a number of Managed Moves have also brought additional issues to St Peter's.

BA questioned how the school is supporting hate crime issues. This is being addressed through the Chaplain, with themed tutor group time and Acts of Worship. RJH feels this needs to be considered further – students are using inappropriate terms that they are hearing at home, to the school environment and this has increased since the referendum.

CH questioned why physical assaults have increased and what the school is doing about this. RGH reported that the spike in the summer term is due to the field being open and students being allowed a greater area to roam. Action has been taken to increase the number of staff supervising the field at lunchtime.

RJH reported that draft SEF has been sent to Pauline Robbins. Once signed off by SIP, the data will come to governors. RJH feels an external self-evaluation review would be useful.

PJR updated governors on the SLT Residential. Areas discussed over two days included, developing character based learning, leadership and Christian ethos at every level and partnership and community.

PJR reported on recent and forthcoming areas for development including, revamping of staff appraisal, looking at the recruitment process, investment in RE, developing Student View, parents evenings, strategic role for APH looking at Ops, Trips, etc, developing partnership working with Exeter College, visits to Wren Academy and School 21.

BA questioned what qualities Wren Academy and School 21 have, that St Peter's could adopt. Wren Academy is very strong on learning habits and student leadership and School 21 is particularly good at coaching and wellbeing.

PJR reported on developments with Schools Company and provision for certain vulnerable students in Exeter.

PJR reported that St Peter's will be part of a SW pilot for wellbeing (CAMHS) and there will be training in September to support this as well as an inset day in October on wellbeing. There will also be parent workshops which the Diocese is keen to be involved in.

8. **Committee Chairs Update**

TVM reported that there will be an additional Business Services meeting on 12 July.

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| 9.  | <p><b>Governors Standing Orders/Terms of Reference</b></p> <p>It was agreed that there will be a working party to look at Governor/School links (assuring quality). SP to gather names of governors able to undertake this work.</p>   | SP  |
| 10. | <p><b>Policy Update</b></p> <p>Pay policy will be linked to new appraisal work and will therefore be ready for approval at the next meeting.</p>   | PJR |
| 11. | <p><b>Governors Bank Account/Mandate – Change of Signatory</b></p> <p>A resolution to remove Mark Perry, Lynne Bourne, Paul Shannon and Rachel Hutchinson as signatories to the Governors Bank Account was agreed unanimously.</p> <p>A resolution to add Bindu Arjoon, Phil Randall and Mark Bennett as signatories to the Governors Bank Account was agreed unanimously.</p> |     |
| 12. | <p><b>Safeguarding</b></p> <p>BA aware that a second Safeguarding Governor is required and this will be addressed at the September meeting of the FGB.</p>   |     |
| 13. | <p><b>Urgent and Emerging Items</b></p> <p>Nil</p>   |     |
| 14. | <p><b>Date of Next Meeting - Wednesday 28 September 2016 at 17.30 pm</b></p>   |     |

**Meeting Close – 19.15pm**

Distribution: Governors, Phil Randall, Martin Burt, Mark Bennett, Rachel Gage